



401 N. Morton St. • Suite 250

P.O. Box 848 • Bloomington • IN • 47402

## OFFICIAL EVENT PERMIT APPLICATION FOR PARKS/FACILITIES

City of Bloomington Parks and Recreation Department (BPRD)

(Please Print or Type)

- Parks operating hours are 5:00a.m. to 11:00p.m.
- Permit applications must be submitted to the Department at least six weeks prior to event
- An application for Special Use shall not become a permit until it has been approved and signed by the Department. Application approval will not be finalized without submittal of an application, certificate of insurance and payment of all fees/charges/deposits..

Type of Organization: (check all that apply)

☐ Governmental:

☐ City of Bloomington

☐ Monroe County

☐ Other \_\_\_\_\_

☐ Department-Affiliated

☐ Non-Profit

Tax ID# \_\_\_\_\_

Non-Profit Fundraising Event

Tax ID# \_\_\_\_\_

☐ Private – City Resident

☐ Private – Non-Resident

☐ Profit Making

☐ Other \_\_\_\_\_

Please complete entire application:

**Date of Application:** \_\_\_\_\_

**Date of Proposed Event:** \_\_\_\_\_

### **Contact Information:**

1. Organization applying for Special Use Event Permit:

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

2. Name of organizational contact responsible for managing event

(Please list the one representative that will be responsible for all communication):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address/Phone Number (If different)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### **Event Logistics:**

3. Name of event: \_\_\_\_\_

4. Type of event: (Please check as many as applicable)

☐ Concert

☐ Entertainment

☐ Parade (\*)

☐ Public Info.

☐ Environmental

☐ Cultural

☐ Endurance

☐ Sports

☐ Walkathons/fitness Walk (\*)

☐ Reunion

☐ Fund Raiser

☐ Other (please explain) \_\_\_\_\_



**All Events:** A map detailing placement of event (site map) will be required for all events. If you are requesting that any public street be partially closed/blocked off, please contact the City of Bloomington Public Works Department 349-3411. GIS maps are available on line at <http://bloomington.in.gov/maps/>  
 \*A copy of your proposed route must be attached to this application.

5. What is the purpose of the event? (Please explain and attach a detailed copy of your agenda or planned activities.)

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6. Requested Event Location: Park Name: \_\_\_\_\_

Facilities in park (i.e. shelter, park, grounds, etc.): \_\_\_\_\_

If event is on park grounds or more than one facility is being used, please provide map showing parking, activity venues, first aid, etc. (Map of park included)

7. Requested date(s) and time(s) for event:

| Event Activity | Starting Date | Ending Date(s) | Starting Time | Ending Time | Set-up Date/Time | Dismantle Date/Time |
|----------------|---------------|----------------|---------------|-------------|------------------|---------------------|
|                |               |                |               |             |                  |                     |
|                |               |                |               |             |                  |                     |
|                |               |                |               |             |                  |                     |

(a) Designated date for inclement weather? (rain date) ☐yes ☐no

If yes, date: \_\_\_\_\_

8. Total number of anticipated participants (i.e. volunteers, spectators, walker's, etc.): \_\_\_\_\_

Peak Attendance: \_\_\_\_\_ at time \_\_\_\_\_ ☐a.m. ☐p.m.

9. Is this a first time event for you or the sponsoring organization at this location? ☐yes ☐no

(a) If not how does this event differ from previous years(s)?

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(b) Attendance totals for last event: Daily \_\_\_\_\_ Overall \_\_\_\_\_

10. How do you plan to publicize this proposed event? (If available, please attach a copy of proposed publicity plan or flyer) **PLEASE DO NOT PRINT FOR PUBLICATION UNTIL APPROVED BY CITY OF BLOOMINGTON PARKS AND RECREATION.** Please list event web site if available.

11. Will any signs, banners or flyers be hung or posted? ☐yes ☐no

**Describe the proposed locations of the banners, etc. (Due to city ordinances regarding signage, additional permission may be needed to hang banners/signs in advance of event. Contact the City of Bloomington Planning Department at 349-3423)**

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12. Do you plan to erect temporary structures such as stages, tents, booths, tables, or bounce houses, etc. for this event? ☐yes ☐no

(a) If yes, please describe below, including size, capacity, how many, etc. Location of all items must be shown on your site map. **Tents may not be staked without prior approval.**

| Item | Size | Quantity |
|------|------|----------|
|      |      |          |
|      |      |          |
|      |      |          |
|      |      |          |

(b) If contracting with a company that will be providing any of the above, list information below:

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

13. Is this event open to the public? ☐yes ☐no

14. Please advise what accommodations you are providing for persons with special needs: (parking, transportation, accessibility)

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15. Will donations/contributions be accepted during this event? ☐ yes ☐ no

If yes, please explain how these donations will be generated or collected. \_\_\_\_\_

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16. Will there be an admission charge to attend/participate? ☐yes ☐no

If yes, please explain the type of fee and amount:

Type Fee(s): \_\_\_\_\_ Fee Amount: \_\_\_\_\_

17. Do you plan to sell, distribute or give away refreshments and/or merchandise (i.e. food, beverage, T-shirts, CD's, Art, etc.)? ☐yes ☐no

If yes, please explain: \_\_\_\_\_

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**Notice:**

\*A temporary Food permit must be obtained from the Monroe county Health Department if planning to sell food (i.e. hot dogs, nachos, candy, etc.). Any non-profit organization must show proof of non-profit status when applying for permit. For more information, contact Monroe County Health Department at 349-2543. A toilet and hand washing station must be provided (portable or in facility) for anyone preparing/selling food.

\*Bloomington Parks and Recreation will charge a \$25.00- \$35.00 vending fee for each vendor selling food/merchandise.



18. Will there be displays, literature, or other types of solicitation? ☐yes ☐no  
If yes, please explain: \_\_\_\_\_

19. Do you request access to the restrooms in the Allison Jukebox Community Center? ☐ yes ☐ no  
(There is a charge of \$17 - \$30/hr to open the Jukebox for restroom use.)

20. Are you providing additional portable toilets for your event?  
How many? \_\_\_\_\_ Location: (show on site map) \_\_\_\_\_

**Notice:** The City of Bloomington Parks and Recreation Department requires you to have 1 (one) rest room facility for every 500 participants. If number needed exceeds what park has available, it will be the organization's/event organizer/s responsibility to acquire the necessary number. Proof of payment will be required with application.

21. Please describe how you plan to remove trash from the event site: \_\_\_\_\_

Person responsible for clean up: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Relationship to organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Notice:** Each organization will be responsible for cleaning the site and bagging all trash. Bagged trash (10 bag maximum) that is placed by a park trash receptacle will be removed by the BPRD. Failure to do so may result in the reduction or loss of your security deposit. If an event is deemed large enough to produce more than the 10 bag maximum it will be the event organizers responsibility to obtain additional trash receptacles and/or dumpsters for removal of trash. Overfill of park trash receptacles will also result in the loss of deposit.

### **Security/Safety:**

22. What are your plans for providing security, traffic and/or crowd control: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

23. What are your parking plans? Overflow Parking? \_\_\_\_\_

**\*Vehicles are not permitted to park in the park (including next to shelters). Vehicles found parked in the park will result in loss of damage deposit.**

24. What are your plans for providing emergency/medical services? \_\_\_\_\_

### **Event Entertainment:**

25 Do you plan to provide musical entertainment for this event? ☐yes ☐no

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



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26. Will any type of sound amplifying equipment or devices be used in conjunction with this event?

☐yes      ☐no      If yes, please list type of equipment

| Type of Equipment | Quantity |
|-------------------|----------|
|                   |          |
|                   |          |
|                   |          |
|                   |          |

27. If musical entertainment is used, please list contact information for sound technicians:

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28. Do you plan to provide other entertainment for this event?      ☐yes      ☐no

If yes, please describe or attach copy of your planned program: \_\_\_\_\_

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**Notice:** The sponsoring organization's Event Coordinator must comply with all City of Bloomington's Ordinances regarding acceptable noise levels. (Please refer to the City's Noise Ordinance, Title 14, Chapter 14.09 of the City of Bloomington Municipal Code.)

\*Application must be filed at least six weeks prior to event with the City of Bloomington Public Works. 349-3411

29. Events with animals require additional considerations and Animal Control approval. Are you planning to pursue permission for animals at your event?      ☐yes      ☐no

30. Are you providing a generator as a power source?      ☐yes      ☐no

What are the electrical needs for the event?: \_\_\_\_\_

31. Are there any special provisions pertaining to your event that have not been addressed on this application:

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**Any event to which the public is invited may be required to have a Certificate of Insurance naming the City of Bloomington as an additional insured.** During the course of this Agreement, the user shall maintain General Liability insurance in a minimum amount of \$1,000,000 for any personal injury or product liability claim and \$2,000,000 in the aggregate, and Auto Liability in the amount of \$1,000,000 combined single limit. Prior to the commencement of the term of Agreement, the user shall provide the City with a certificate of insurance evidencing this coverage. Governmental agencies must provide a statement of self-insurance.

Submitting this Special Use Application is not a confirmation to conduct your planned event. If the date and/or location requested is not available or if the location requested is not an approved site to host your event, you will be contacted by the Department. Approval will be contingent on attending a "Special Use" meeting prior to your event. You will be contacted by a City of Bloomington Parks and Recreation Department staff member to schedule this meeting. If necessary, you may need to present your event to the



Parks Board. Please do not send out event notices, publicity flyers, etc. prior to receiving approval. All fees and documents must be paid/received before your permit is issued. Please place a check mark next to all items included and/or attached to this application. Incomplete information will delay your application and you may not be able to proceed with your event.

☐ Application for Rental Agreement  
☐ Application Fee \$25/non-refundable

☐ Event Site Plan  
☐ Event Agenda/Activities

The following activities are examples of violations of this contract: gambling, profanity, dangerous activities, unauthorized vending (including the sale of alcohol, tobacco or drugs) excessive guests, excessive noise, or other activities which cause a disturbance to other nearby park activities. Sleeping (overnight camping) in parks, golf courses, or any other part premises is prohibited. Park facilities must be used solely in accordance with the City of Bloomington Parks and Recreation policies and procedures. BPRD retains the right to revoke a special use permit any time upon violation of your agreement or the risk or threat of a violation of your agreement. Alcohol is not permitted in any park. The possession of, concealment and/or use of firearms is strictly prohibited in all city parks, department owned green space, facilities and programs. Persons possessing concealed weapons permits shall store the weapon unloaded, out of sight, and have it placed within a locked vehicle.

By signing and submitting this application the permit applicant agrees to abide by the rules and regulations of the Department of Parks and Recreation including, but not limited to the conditions as stated on this application and the City of Bloomington Parks and Recreation Department Rental Agreement.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return this application and the additional fees/forms you have checked above to the City of Bloomington Parks and Recreation Department at least 6 weeks prior to your event. Your application will be processed and you will receive notice of approval or rejection within 2 weeks. Once approved, a planning meeting will be set with BPRD staff. After attending that meeting, you will have 2 weeks to submit rental/permit fees, deposits and certificate of insurance. Holds are placed on the calendar as a courtesy and are good for only 2 weeks. The items listed above (permit fee, deposit, insurance and any other fees associated with the event) must be received within the 2 week period to secure your date. After 15 days courtesy holds will be released without further notice.

**City of Bloomington Parks and Recreation Department  
401 N. Morton  
PO Box 848  
Bloomington, Indiana 47402  
812-349-3700**



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## City of Bloomington Parks and Recreation Rental Fees and Damage Deposit Schedule And SPECIAL EVENT GUIDELINES

Thank you for considering the City of Bloomington Parks and Recreation Department (BPRD) facilities for your special event. We look forward to having you in the park and ask that you follow these rules to ensure that your event goes smoothly and that park resources are protected. Failure to comply with these rules could result in the partial or total loss of your damage deposit. Best wishes for a safe and successful event!

### Rental/Permit Fees and Damage Deposits:

Damage deposits, rental/permit fees and certificate of insurance are required within 2 weeks following approval of permit application. Holds are placed on the calendar as a courtesy and are good for only 2 weeks. The items listed below must be received within the 2 week period to secure your date. After 15 days courtesy holds will be released without further notice.

Checks should be made payable to Bloomington Parks and Recreation and mailed to  
PO Box 848, Bloomington, IN 47402 or dropped off at  
401 N. Morton St., Suite 250

The City of Bloomington Parks and Recreation Department will refund 50% of prepaid fees when cancellations are made at least 15 days before the event. Cancellations made less than 15 days before the event will result in the forfeiture of the entire rental fee.

### Damage Deposit:

BPRD will return deposits within 30 days after the event. BPRD will issue the refund if the rented area is found to be in the same condition prior to the event. Otherwise, the Department will use the deposit (or a portion of it) to clean the area and repair any damage.

### Payment Dates:

The rental/permit fees, damage deposits and the Certificate of Insurance must be received before the event is officially scheduled on the Event's Calendar. Courtesy holds are good for 15 days and will be released without notice.

### Fees, Charges and Deposits Schedule:

- |  |          |
|--|----------|
| <input type="checkbox"/> Application Fee: \$25/non-refundable  | \$ _____ |
| <input type="checkbox"/> Permit Fee: \$100/day   | \$ _____ |
| <input type="checkbox"/> Deposit: \$50/day/refundable  | \$ _____ |
| <input type="checkbox"/> Vending Fee: \$25-\$35 per vender selling food/merchandise                        | \$ _____ |
| <input type="checkbox"/> 3 <sup>rd</sup> St. Stage Fee: \$75, \$60/non-profit                              | \$ _____ |
| <input type="checkbox"/> 3 <sup>rd</sup> St. Stage Deposit: \$30/day                                       | \$ _____ |
| <input type="checkbox"/> Mobile Stage: Requires additional application                                     | \$ _____ |
| <input type="checkbox"/> Set-up Fee: 50% of base event day rent per day                                    | \$ _____ |
| This fee will be charged for any set up that is done prior the day of the event.                           |          |
| <input type="checkbox"/> Tear-down Fee: 50% of base event day rent per day                                 | \$ _____ |
| This fee will be charged for any equipment, rental or personal, left on park property. (Including Sundays) |          |
| <input type="checkbox"/> Staffing: \$15-30/hour  | \$ _____ |
| Any event requiring BPRD staff to remain on site during the event.   |          |
| <input type="checkbox"/> Other charges: \$17-\$30/hour   | \$ _____ |
| Associated with supervision or rental of buildings (i.e. Allison Jukebox Community Center)                 |          |

### Meeting:



Once the application has been approved, BPRD staff will contact the applicant to attend a planning meeting. This is a mandatory meeting to work out all the details of the event. The application and event guidelines will be reviewed at that time.

**Walk-through:**

Once the application has been approved and no less than two weeks prior to the date of your event, you are responsible for scheduling a “walk-through” of your event with park staff to review your site plan. The purpose of the walk-through is to make you completely aware of all site guidelines and answer any additional questions you may have. Contact Becky Barrick 349-3715.

**Vehicles and Parking:**

Vehicles are not allowed on Park property (other than streets and parking areas) without prior written approval. Failure to comply with this guideline will result in a loss of deposit. Parking is permitted in designated park parking lots.

**Food and Drink:**

Alcohol is not permitted in any park

Non-catered events serving food or beverages must place a protective material around serving areas to prevent staining and/or the contamination of Park grounds.

The dumping of hot coals or grease on Park property is not allowed! If either is found after an event, the amount for cleaning and removal plus labor will be retained from the damage deposit.

**Trash Removal:**

You are responsible for securing additional receptacles or having your trash hauled away if park containers won't accommodate the needs for your event. Bagged trash (10 bag maximum) may be placed next to a park trash receptacle after an event for park staff to remove. Trash that is not disposed of properly or overfills a receptacle may result in a loss of deposit. BPRD will determine if the size of your event requires your rental of an outside dumpster. Dumpsters are to be placed in designated areas or as approved by park staff.

**Port-O-Lets:**

You are responsible for securing the appropriate number of port-o-lets for your event (1 per 500 attendees). They should be delivered at the latest date and time possible prior to your event and removed from Park property no more than 24 hours after your event ends. BPRD takes no responsibility for any damage to port-o-let prior to removal. Port-o-lets are to be placed in designated areas or as approved by park staff.

If port-o-lets require hoses for a water source, the vendor must supply the hose.

**Tents:**

You are responsible for contacting the Parks Operation Department (JD Boruff 349-3751) to confirm the location of irrigation lines before any tent is staked.

Bloomington Parks and Recreation is not responsible for any tents or items set up on a day prior to your event. You are responsible for scheduling security to watch over your area. It is the responsibility of the renter to contact Holey Moley (1-800-382-5544) to locate any utility lines prior to staking any tents in any parks.

**Child Supervision:**

If children are under the age of 18 and are part of the event, it is your responsibility to provide adequate supervision.

**Firearms:**

The possession of, concealment and/or use of firearms is strictly prohibited in all city parks, department owned green space, facilities and programs. Persons possessing concealed weapons permits shall store the weapon unloaded, out of sight, and have it placed within a locked vehicle.





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**Article 14. Insurance:**

During the performance of any and all Services under this Agreement, [other party] shall maintain the following insurance in full force and effect:

- a. General Liability Insurance, with a minimum combined single limit of \$1,000,000 for each occurrence and \$2,000,000 in the aggregate.
- b. Automobile Liability Insurance, with a minimum combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.
- c. Professional Liability Insurance ("Errors and Omissions Insurance") with a minimum limit of \$2,000,000 annual aggregate.
- d. Workers' Compensation Insurance in accordance with the statutory requirements of Title 22 of the Indiana Code.

All insurance policies shall be issued by an insurance company authorized to issue such insurance in the State of Indiana. The City of Bloomington, the City, and the officers, employees and agents of each shall be named as an additional insured under the General Liability, Automobile, and Worker's Compensation policies, and such policies shall stipulate that the insurance will operate as primary insurance and that no other insurance affected by the City will be called upon to contribute to a loss hereunder.

**Please Read Carefully**

I, a duly authorized representative of the applicant, hereby affirm that the submitted information is true and correct to the best of my knowledge. As such, I have been authorized by the applicant to apply for this permit and have read, understand and agree to comply with all rules concerning the use of a Bloomington Parks and Recreation park. The applicant agrees that while renting the park, the applicant will not exclude anyone from participation in, deny anyone benefits of, or otherwise subject anyone to discrimination because of that person's race, color, sex, religion, creed, national origin or ancestry, age or handicap. Under this Special Event Permit, the applicant assumes all responsibility for proper conduct in the park, including consumption of alcoholic beverages.

I \_\_\_\_\_, shall agree to release, hold harmless, and forever indemnify the City of Bloomington, its employees, officers, and agents from any and all claims or causes of action that may arise from the activities described herein. This includes claims for personal injury, property damage, and/or any other types of claim which may arise from these activities, whether such claims may be brought by the [party] or by any third party.

I have read this release and understand all of its terms. I agree with its terms and sign it voluntarily.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

|  |                     |                 |
|--|---------------------|-----------------|
| City of Bloomington Parks and Recreation Department Special Event Application <b>(PARK USE ONLY)</b> |                     |                 |
| Date Received: _____   | Fees Charged: _____ |                 |
| Partnership: _____   | Parks Event: _____  | Permit #: _____ |
| Scheduled for Special Use Meeting Date: _____  |                     | Approved: _____ |
| City of Bloomington contact person: _____  |                     |                 |
| Telephone Number: _____  |                     | Fax #: _____    |
| E-mail: _____  |                     |                 |